

WHAT TO UPDATE	HOW TO UPDATE	WHEN TO UPDATE
<b>ONLINE</b>		
<b>ORGANISATION WEBSITE</b>	Contact your web developer directly.	<b>ASAP</b> Your profile can take <b>0-1 days</b> to update.
<b>THIRD-PARTY REFERRAL WEBSITE</b>	Contact any third-party websites that feature your number.	<b>ASAP</b>
<b>GOOGLE MY BUSINESS</b> On Desktop, log into your Google My Business account via <a href="https://google.com/business">google.com/business</a> .	<ol style="list-style-type: none"> <li>1. Select "Info"</li> <li>2. Select the section you want to edit</li> <li>3. Select the pencil icon to add or edit</li> <li>4. Make your edits i.e. update your phone number</li> <li>5. Select "Apply"</li> </ol> For more information: <a href="https://bit.ly/3nxHuBI">https://bit.ly/3nxHuBI</a>	<b>ASAP</b> Your profile can take <b>5-7 days</b> to update.
<b>GOLDEN PAGES</b> On Desktop, use your existing access link to log into your online Golden Pages listing.	Follow the steps available via your bespoke access link. To ensure that you have an existing valid listing and follow the steps laid out here. Updating your phone number via <a href="https://goldenpages.ie">goldenpages.ie</a> will automatically update Eir Phonebook. For more information: <a href="https://bit.ly/3EbdddD">https://bit.ly/3EbdddD</a>	<b>ASAP</b> Your profile can take <b>0-1 days</b> to update.
<b>FACEBOOK</b> On Desktop, log into Facebook via <a href="https://facebook.com">facebook.com</a> and select your organisation's page.	<ol style="list-style-type: none"> <li>1. Ensure that your Facebook page is a business page.</li> <li>2. In the 'Manage Page' column on the left-hand side of the page, scroll to the bottom and click 'Settings'.</li> <li>3. Once in 'Page settings', select 'Page info'.</li> <li>4. In the 'Contact' section, update your phone number.</li> </ol> Note: To make these changes, ensure that you have admin access to your organisation's business page and these steps will only work if your organisation's page is a business page. For more information: <a href="https://bit.ly/3lrlr9">https://bit.ly/3lrlr9</a>	<b>ASAP</b> Your profile can take <b>0-1 days</b> to update.
<b>INSTAGRAM</b> On Mobile, select the Instagram icon on your mobile.	<ol style="list-style-type: none"> <li>1. If your contact number is displayed in your 'Bio' section at the top of the page, click the 'Edit Profile' button.</li> <li>2. Change the required contact number.</li> <li>3. Scroll to the end of the page and click 'Submit'.</li> </ol> For more information: <a href="https://bit.ly/3nwBAjX">https://bit.ly/3nwBAjX</a>	<b>ASAP</b> Your profile can take <b>0-1 days</b> to update.
<b>TWITTER</b> On Desktop, log into your organisation's Twitter account via <a href="https://twitter.com">twitter.com</a> .	<ol style="list-style-type: none"> <li>1. If your contact number is displayed in your 'Bio' section at the top of the page, click the 'Edit Profile' button.</li> <li>2. Change the required contact number.</li> <li>3. Click 'Save'.</li> </ol> For more information: <a href="https://bit.ly/2XnqJhL">https://bit.ly/2XnqJhL</a>	<b>ASAP</b> Your profile can take <b>0-1 days</b> to update.
<b>LINKEDIN</b> On Desktop, log into LinkedIn via <a href="https://linkedin.com">linkedin.com</a> and select your organisation's page.	<ol style="list-style-type: none"> <li>1. Click 'Edit Page'.</li> <li>2. If your contact number is displayed, update the details.</li> <li>3. Once you have updated the details, close the page.</li> </ol> Note: To make these changes, ensure that you have admin access to your LinkedIn business page. For more information: <a href="https://bit.ly/3C61b7s">https://bit.ly/3C61b7s</a>	<b>ASAP</b> Your profile can take <b>0-1 days</b> to update.
<b>OFFLINE</b>		
<b>SIGNAGE</b> <b>EVENT COLLATERAL</b> <b>CUSTOMER PACKAGING</b> <b>BROCHURES + LEAFLETS</b> <b>COMPANY STATIONERY</b>	<b>Contact all relevant suppliers with the changes including:</b> <ul style="list-style-type: none"> <li>• Designer or design team</li> <li>• Printer</li> <li>• Merchandise supplier</li> <li>• Third-party advertisers (Newspapers, Radio Stations, Television Networks etc.)</li> <li>• Communication and advertising agencies</li> </ul>	<b>ASAP</b> Updating offline collateral can take at least <b>4-5 WEEKS</b> .